

Parking and Traffic Regulations for Contractors Performing Work at Jet Propulsion Laboratory

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Institutional Services and Support (ISAS)

National Aeronautics and
Space Administration

Jet Propulsion Laboratory
California Institute of Technology
Pasadena, California

1.0 GENERAL

- 1.1 These parking and traffic regulations have been established for the safety of personnel and property. All Contractor personnel who work at the Laboratory and drive on Laboratory premises shall follow these regulations.
- 1.2 All Contractors who drive a vehicle on Laboratory premises must have a valid driver license and vehicle registration in their possession. Operators of motor vehicles and bicycles must obey all posted traffic controls, including stop signs, crosswalks, one-way street designations, disabled-only parking spaces, etc., as well as comply with all state and local traffic regulations. No person may drive a motor vehicle or bicycle on Laboratory premises in a manner that endangers personnel or property, or impedes traffic flow. Motorcycles must park in designated motorcycle stalls. Bicycles must park in bicycle racks.
- 1.3 Stop signs are posted at the vehicle gates for safety purposes at these congested locations and to permit guard surveillance of outbound vehicle interiors. Guards may conduct searches of vehicles on the Laboratory at any time.
- 1.4 Improper parking creates hazardous situations, i.e., prevents emergency vehicle access, obstructs normal traffic flow, and increases hazards to both pedestrians and vehicles. Vehicles parked improperly are subject to JPL citation and towaway by the Los Angeles County Sheriff's Department, with towing and impound fees paid by the vehicle owner.

2.0 REGULATIONS

2.1 OPERATING SPEEDS

- 2.1.1 Ten miles per hour in all parking lots, unless otherwise posted.
- 2.1.2 Twenty miles per hour on all Laboratory roadways, unless otherwise posted.

2.2 GENERAL PROVISIONS FOR LABORATORY PARKING

- 2.2.1 Authorized parking spaces are designated by concrete wheel stops (headstones) and or markings on the pavement.
- 2.2.2 Authorized parking spaces for vehicles with a valid California Disabled Person placard are designated by blue squares with white

wheelchair markings. All such parking on lab must be authorized by Occupational Health and Plant Protection.

- 2.2.3 Parallel parking must be in the direction of traffic flow.
- 2.2.4 When parked on a downhill grade, a vehicle's front wheels are to be turned towards the curbing or edge of the roadway, the engine turned off, the parking brake set, and the transmission left in gear (if manual) or in park (if automatic). Conversely, for an uphill grade, a vehicle's front wheels are to be turned away from the curbing or edge of the roadway. Wheels on large vehicles and heavy equipment shall be blocked with wheel chocks.
- 2.2.5 Vehicle parking duration is limited to 24 hours unless prior arrangements have been made with Plant Protection. Individuals are authorized to park no more than one vehicle in Laboratory parking areas at any given time. Vehicles parked for more than 24 hours must be authorized by Plant Protection. Vehicles parked for more than 24 hours without authorization are subject to JPL citation, and, after 72 hours, citations and towing by the Los Angeles County Sheriff's Department with towing and impound fees paid by vehicle owner.
- 2.2.6 Loaning an identification badge, receiving such a loan, or altering an identification badge, for any reason, including to acquire on-Lab parking privileges, will be considered a security violation, and will subject the individual(s) to Contractor disciplinary time off or subject the individual(s) to removal from JPL.
- 2.2.7 On-Lab parking permits will be considered for medically disabled, seriously handicapped, or senior managers of companies providing major contract support on a case-by-case basis as determined by JPL. These Contractor personnel shall comply with the following:
 - 2.2.7.1 The Laboratory has five color-coded parking areas. Reserved parking decals are color-coded to coincide with the parking area assigned to the authorized user. Decal privileges are not transferable. Unauthorized use of a parking decal will result in the loss of on-Lab parking privileges.
 - 2.2.7.2 Contractor personnel authorized to park on-Lab, but not assigned to a color-coded area must park in assigned spaces as identified by

white or unpainted headstones and/or markings.

- 2.2.7.3 Contractor personnel issued a color-coded decal must park in their designated areas only. Parking in another color-coded area or in a white or blank space is considered a parking violation.
- 2.2.7.4 In the event that a person with a properly issued decal is unable to park in his or her assigned area due to unavailability of spaces, he or she shall park in the visitor lot. No parking overflow will be allowed into silver, red, or white lots.
- 2.2.7.5 In all parking areas, backing into a parking space is not permitted. All vehicles except those engaged in parallel parking must park "head in."
- 2.2.7.6 The JPL Rideshare Office coordinates carpooling efforts to authorize on-Lab parking. Details involving on-Lab carpool parking will be provided by the Rideshare Office.

2.3 SPECIAL PROVISIONS FOR ON-LAB PARKING

2.3.1 Major buildings are provided with parking spaces marked (variously) "Service," "30 Minute (Special Permit Only)," or "1 Hour (Special Permit Only)." These spaces shall be used only as follows:

- 2.3.1.1 Laboratory service vehicles, delivery vehicles, service subcontractors, and certain disabled persons whose duties take them to several buildings may park in spaces designated "Service."
- 2.3.1.2 Personnel from off-Lab sites (such as Goldstone) or those who are holding Special Visitor cards may park in "Service" or either limited time type of space (These personnel may also park in the visitor lots).

NOTE: The only limited time spaces that do not require Expeditor or Special Visitor cards are those north of Buildings 202 and 218 (the Credit Union), one space

north of Building 111 (the Library), and those north of Building 180

- 2.3.1.3 Service personnel and holders of Special Visitor cards who expect to remain on-Lab all day should park in the visitor lot.

2.4 ISSUANCE OF SPECIAL/CARDS/PASSES/PERMITS FOR ON LABORATORY PARKING

- 2.4.1 Vehicle Access Permit (JPL Form 3873) with "Delivery" circled are issued to persons making commercial deliveries on-Lab. Service is circled and issued to persons providing equipment servicing on-Lab. Both types are issued at vehicle access gates. They must be displayed on the vehicle dashboard and returned at the same vehicle gate from which they were issued.
- 2.4.2 Vehicle Access Permit (JPL Form 3873) with "Entry Permit" circled are issued at the south and main gates to Contractor personnel desiring to enter the Laboratory for short periods of time(20 minutes or less) for delivery and/or pickup purposes. It must be displayed on the vehicle dashboard, and parking is limited to Service or limited time spaces and/or loading zones. Entry permits must be returned at the same vehicle gate from which they were issued.
- 2.4.3 Expeditor cards are issued to Contractor personnel after a written request (with justification) by a directorate, division, or project office and approval by the Manager of Security and Protective Services. An expeditor card must be displayed on the vehicle dashboard, and parking is limited to limited time spaces. Once the expediting function is finished, the vehicle should be returned to its regularly designated parking location.
- 2.4.4 Special Visitor cards are issued by the Parking Coordinator after a written request with justification submitted by the directorate, division, or project office and controlled at the off-Lab complex from which the Contractor personnel are visiting. They must be displayed on the vehicle dashboard. Parking is limited to service and/or limited time spaces only.
- 2.4.5 Medical parking permits (JPL Form 3773) will be issued to those individuals who have been confirmed by Medical Services as being disabled or in need of medical parking. Medical Services will determine both the duration and the authorized location of the allowed parking.

2.5 AFTER HOURS ON-LABORATORY PARKING

2.5.1 After-hours on-Lab parking privileges are extended to Contractor personnel with valid JPL picture ID who are required to work odd hours and/or weekends. This includes even those personnel who do not regularly have on-Lab parking privileges. A memo for this privilege is not required.

2.5.1.1 The hours for after-hours on-Lab parking are:

Monday through Friday: From 4:30 p.m. to 4:30 a.m.
Vehicles may be on-Lab before 4:30 am and must be off-Lab before 8:00 a.m. if no on-Lab parking permit has been issued. (In other words, your car must be moved to off-Lab parking before 8:00 am to avoid a violation.)

Weekends and holidays: 24 hours a day. Vehicles must be off-Lab by 8:00 am on the next workday.

2.5.1.2 As always, personnel who park on-Lab after hours must comply with all traffic and parking regulations.

2.6 EAST PARKING LOT

Contractor personnel using the east parking lot are required to park only in clearly marked vehicle spaces. A guard is on duty at the east gate during the standard workweek (Monday through Friday) from 5:30 a.m. to 8:00 p.m.

2.7 WEST PARKING LOT

Contractor personnel using the west parking lot are required to park only in clearly marked vehicle spaces. Parallel parking must only be in the direction of the flow of traffic. Note that this lot typically reaches maximum capacity by 8:30 am, and vehicles arriving after this time will be directed to the east lot via the Lab's south gate.

3.0 PENALTIES

3.1 Citations will be issued to owners or operators of vehicles for violations of parking or traffic violations.

3.2 Parking Violations

3.2.1 First Citation: Written notification from Security to the employees and their supervisor.

- 3.2.2 Second Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 2 working days.
- 3.2.3 Third Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 5 working days.
- 3.2.4 Fourth Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 10 days. Written warning from Protective Services that further violations could result in permanent loss of JPL parking privileges. A copy of this warning will be sent to the JPL Acquisition Division and the Contractor Management.

3.3. Traffic Violations

- 3.3.1 First Citation: Loss of parking privileges on JPL or JPL-controlled property for five working days.
- 3.3.2 Second Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 20 working days.
- 3.3.3 Third Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 50 working days. Written warning from the Manager of Security and Protective Services that a fourth violation could result in disciplinary action up to and including termination.
- 3.3.4 Fourth Citation within one year: Could result in disciplinary action up to and including removal from JPL.

NOTE: The Manager of Security and Protective Services will send copies of Contractor personnel citations to the Contractor, the subject individual's JPL contact, and the Acquisition Division. It should be the responsibility of the contractor to enforce comparable discipline, consistent with this policy, and it is the responsibility of the Acquisition Division to implement such contractual arrangements. Copies of citations for additional violations within one year will also be sent to the subject individual's cognizant JPL section or division management.

- 3.4 JPL reserves the right to revoke any Contractor personnel's on-Lab parking privileges at JPL's discretion.